

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

EXTERNAL POSTING

MAY 27, 2008

3 PAGES

Title:	Medical Records Clerk	Position No.:	51836
Division:	Disability Services	Pay Band:	2
Location:	Client Records Boulder, MT	Union:	Non-Union
Status:	Perm/Part-time	Starting Date:	As soon as possible
Salary:	\$8.315 - \$9.00/hr depending on qualifications	Supplement:	No

APPLICATION DEADLINE: Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632 no later than 5:00 p.m. June 13, 2008. Applications may be faxed to 406-225-4414 (original application materials including original signatures must follow immediately).

SPECIAL INFORMATION: Employee will work 40 hours per pay period. Employee must be flexible as work shift will be based on department needs to provide coverage of work area. Days off Saturday & Sunday.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Personnel Officer at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

TYPICAL DUTIES: Under the direction of the Medical Records Supervisor the Medical Records Clerk is assigned a variety of diverse duties in order to maintain records in the Medical Records Section, and to provide information for a variety of reports. The position provides clerical support for Nursing and Physical/Occupational Therapy Departments. The position will also provide transportation for clients to medical and dental appointments in the community.

ESSENTIAL JOB FUNCTIONS:

- A. Following Federal, State and MDC guidelines, maintains client medical records so health care professionals may have rapid access to the information, assuring continuity of care in the community and enforcing all regulations of confidentiality using knowledge of office practices, procedures and filing systems.
1. Files documents in client records.
 2. Maintenance of Records. Creates and assembles new folders on a periodic basis or when record condition necessitates repair, purging, or creating a new volume. Repairs damaged documents.

AN EQUAL OPPORTUNITY EMPLOYER

ESSENTIAL JOB FUNCTIONS: - continued

3. Quality Assurance. Inspects records for maintenance on a scheduled basis. Alerts supervisor of damaged or mis-filed documents.
4. Prepares medical packets with pertinent and appropriate health information for medical trips. Releases health information to authorized caregivers for continuity of medical care and records information released.
5. Alerts Nursing Services of client care received during medical appointments, using documented trip notes and consultation sheets.
6. Prepares records for scheduled clinics.
7. Maintains specific records using Microsoft Word system.
- B. Performs Clerical Duties for the Nursing Services Manager.
 1. Maintains and updates Medication Profiles.
 2. Completes laboratory requisition forms.
 3. Processes Dr.'s orders, faxing them to Pharmacy, copies and distributes orders and medication profile updates to L.P.N.'s.
 4. Processes and files medical records following clinic.
 5. Retrieves retired records for correspondence requests or continuity of care.
 6. Schedules and arranges medical trips in community.
 7. Practices and protects the confidentiality of clients. Documenting authorized releases of information. Alerts supervisor of questionable requests for client information.
- C. Performs clerical duties for OT/PT Department.
 1. Maintains tickler file for physician's orders.
 2. Files Dr.'s orders, ITP's, progress notes, evaluations and screenings.
 3. Tracks, copies and distributes OT/PT monthly progress notes.
- D. Prepares, codes, and submits Medicaid billing to the Reimbursement agency on a monthly schedule in order for reimbursement to be received.
- E. Compiles and computes census figures on a daily and monthly basis for statistical reports.
- F. With guidance and support from the Nursing Services Manager accepts responsibility for the Medical Records Department in the absence of the administrator.
- G. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- H. Cooperates with other staff and demonstrates respect for other employees which contributes to a positive and efficient working environment.
- I. Complies with Department, Division and Unit policy and/or direction and consults, as needed or required, with supervisors to obtain clarification or address concerns.
- J. Within the limits of training and abilities, acts to protect facility clients from immediate harm in any observed or known perilous situation where potential for injury or death is clear.
- K. Complies with HIPAA guidelines for Level 3 - information is that which includes very sensitive information about the client, such as diagnoses, Dr. orders, and medical history information.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

Knowledge: Working knowledge of office practices, procedures, and rules; filing systems; spelling, composition and grammar. Basic knowledge of medical terminology, anatomy and physiology.

Skills: This position requires proficiency in the use of a typewriter, personal computer with Word, Excel, and other data base functions, calculator, photocopier, fax machine, and file systems.

Abilities: Must have the ability to:

- 1) communicate effectively verbally and in writing;
- 2) establish and maintain effective working relationships with other employees, other agencies and the public;
- 3) follow written and oral instructions;
- 4) use a keyboard proficiently;
- 5) perform work accurately with general supervision;
- 6) learn a variety of procedures and rules and understand the role of the Medical Records Department.

EDUCATION AND EXPERIENCE REQUIRED:

Knowledge and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school and one year of general office experience. Medical office experience preferred and incumbent must maintain annual training in Proper lifting, Blood-Borne Pathogens, Hazardous Communications and others that may be appropriate. Must have a valid Montana Driver's License.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at pay band 2 on the state's general pay plan. Full time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicant's qualifications may include, but are not limited to, an evaluation of the Montana State Application Form; a structured interview; a performance test, reference checks and an extensive background check. Application materials required are as noted below:

1. Current employees of the Montana Developmental Center must submit a signed and completed Bid Request Form.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax application to 225-4414 or e-mail to cbirtcher@mt.gov. Applications may also be submitted to a Local Job Service Office.
3. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of applications from the general public.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.